



Town of Arlington Board of Selectmen

Meeting Agenda

January 23, 2017

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

PROCLAMATIONS

1. Proclamation: Nancy and Chuck Pappas - Swift Printing
Kevin F. Greeley, Selectman
(tabled from 1.9.17 meeting)

CONSENT AGENDA

2. Minutes of Meetings: January 9, 2017
3. Request: Special (One Day) Beer & Wine License, 1/28/17 @ Robbins Memorial Town Hall for Arlington Center for the Arts Gala
Lisa Pedulla, Arlington Center for the Arts
4. REAPPOINTMENTS (terms to expire 1/31/2020)

Board of Youth Services

Mary DeCoursey
Joan Lehrich
Carlene Newell

Commission on Arts & Culture

Carla Dorato
Aimee Taberner

Commission on Disabilities

Susan James

Conservation Commission

Eileen Coleman
Michael S. Nonni

Historical Commission

Diane Schaefer

Park & Recreation Commission

Shirley Canniff

Redevelopment Board

Andrew Bunnell

Trust Fund Commission

Damon Barglow

5. Request: Change of Hours for All Alcohol License
Not Your Average Joe's, Lauren Dexter/Manager
645 Massachusetts Avenue

PUBLIC HEARINGS

6. Eversource Petition/Lantern Lane @ Hutchinson Road
Richard Schifone, Rights and Permits
(all abutters notified)
7. Eversource Petition/Morningside Drive @ Bradley Road
Richard Schifone, Rights and Permits
(all abutters notified)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

8. Request: Handicap Parking Sign for 32 Fessenden Road (space on Appleton Place)
Alfred Macaris
9. Request: Third Space On Street Overnight Parking @ 37 Brantwood Road
Harry Lipson
10. Discussion: Warrant Articles
 - a. Sanctuary Town
 - b. Pride Commission
 - c. Conversion to Appointed Treasurer
 - d. Tax Exemption for Seniors

Douglas W. Heim, Town Counsel
11. Discussion: Statement Regarding President Elect Appointments
Colin Fredericks
12. Discussion: Ballot Question - Recreational Marijuana Opt-Out
Douglas W. Heim, Town Counsel
13. FY 2018 Budget Discussion
Adam W. Chapdelaine, Town Manager
14. Town Manager Evaluation Process
Adam W. Chapdelaine, Town Manager

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS February 6, 2017.



Town of Arlington, Massachusetts

Proclamation: Nancy and Chuck Pappas - Swifty Printing

Summary:

Kevin F. Greeley, Selectman
(tabled from 1.9.17 meeting)

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Chuck_Pappas.doc	Proclamation

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROCLAMATION

WHEREAS: Charles J. Pappas, Jr. is the founder and co-owner of Arlington Swift Printing, a small, family run, commercial, retail and trade print shop in Arlington, Massachusetts established in 1980; and

WHEREAS: Chuck attended Arlington High School, Northeastern University where he started a Night Club Directory publishing a listing of events at local night clubs, and eventually Suffolk University where he studied Journalism and Communications; and

WHEREAS: Chuck opened up a small office in East Arlington in 1980, purchasing a phototypesetter to do the pre press production of the magazine, *Disco Club News/Entertainment New England*. He stopped publishing the magazine after one year, focusing solely on typesetting and printing; and

WHEREAS: Chuck eventually moved his business to Arlington Heights where, in the past ten years, the focus has shifted to a business to business commercial printer. Today Arlington Swift Printing has become a leader in digital technology and workflow for the small print shop; and

WHEREAS: Chuck married Nancy after working together, becoming one of Arlington's most recognizable and impactful couples, maintaining not only their business but also their Grandview Road home in Arlington; and

WHEREAS: Chuck and Nancy have adopted a responsible business model over these past five years with a focus to using recycled paper and purchasing equipment that leaves a smaller impact on the world. This model includes not just green sustainability but a deeper quest to find products and vendors with similar philosophies and products produced in a responsible manner; and

WHEREAS: Chuck and Nancy were instrumental in helping revive Arlington First Lights, transforming their parking lot into a petting zoo with pony rides and photos with Santa for children and families as part of this December celebration of Arlington businesses; and

WHEREAS: Arlington Swift Printing has been a paragon of local charity, supporting the Arlington Education Foundation Trivia Bee and numerous other non-profit and school organizations; and

WHEREAS: Chuck as a former President and longtime member of the Arlington Chamber of Commerce has contributed to building and maintaining a vibrant business community, and

WHEREAS: Chuck and Nancy have long enjoyed retreats to St. Augustine, Florida and look forward to spending their well-earned retirement years there.

NOW, THEREFORE, BE IT RESOLVED, that we, the Members of the Board of Selectmen do congratulate and thank Chuck, Nancy and Swift Printing for their many contributions to the town do hereby declare this 23rd day of January of 2017 to be Charles and Nancy Pappas Day throughout the town and ask all citizens to pay heed thereto.

SELECTMEN

OF THE

TOWN

OF

ARLINGTON

A true record.

ATTEST:

By: _____
Board Administrator



Town of Arlington, Massachusetts

Minutes of Meetings: January 9, 2017

ATTACHMENTS:

Type	File Name	Description
❑ Reference Material	1.9.17_draft_minutes.docx	draft minutes 1.9.17

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, January 9, 2017
7:15 PM

Present: Mrs. Mahon, Chair, Mr. Dunn, Vice Chair, Mr. Curro and Mr. Byrne.
Also Present: Mr. Chapdelaine and Mrs. Sullivan.
Absent: Mr. Greeley and Mr. Heim

PROCLAMATIONS

1. Proclamation: Nancy and Chuck Pappas - Swift Printing
Kevin F. Greeley, Selectmen

Mr. Dunn moved to postpone this item until a future meeting. SO VOTED (4-0)

CONSENT AGENDA

2. Minutes of Meeting: December 19, 2016

Mr. Curro moved approval. SO VOTED (4-0)

APPOINTMENTS

3. Open Space Committee
Elisabeth Carr-Jones (term to expire 1/31/2020)
Mr. Byrne moved approval.

SO VOTED (4-0)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

The following matters were presented for consideration of the Board.

-Colin Fredericks, resident of 42 Rawson Road, expressed concern about friends and people being hurt by future presidential appointments. He requested the Selectmen represent Arlington by standing up against the appointments.

Mrs. Mahon responded that this will be an agenda item on the 1/23/17 meeting and invited him to return and participate.

Mr. Dunn stated that the Selectmen agree and that it is a goal of theirs to stay welcoming. Mr. Dunn then read Mr. Chapdelaine's message highlighting: Arlington is a diverse community, services to the residents will continue to be delivered equitably and fairly without discrimination, and that life and work as Arlington knows it will go on.

-Karen Thomas-Alyea, resident of 157 Newport Street, requested that the Town hold a referendum to "opt-out" of recreational marijuana sales facilities. She feels marijuana sales would have a huge impact on the character of Arlington.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

4. For Approval: Amendment to Schedule I, Traffic Rules and Orders for Cleveland Street
Andrea Nicolay, Director of Libraries
Mr. Dunn asked if there were times that could be excluded from this parking request to open the space up for usage. Ms. Nicolay stated that weekends and holidays are not used for book deliveries to the library.
Mr. Byrne moved approval with the exclusion of holidays and weekends. SO VOTED (4-0)

5. Request: Sign on Letter for Clean Energy, Against New Pipeline Tax & Unnecessary New Pipelines

Mothers Out Front Arlington-Carol Saunders Chamberlain, Susan Lees and Anne Wright Ms. Saunders Chamberlain requested that the Selectmen sign a letter to be sent to the state legislature in support of “Massachusetts must lead by example in pursuit of clean energy and climate action, propelled by the work of cities and towns like ours. Together we must safeguard against efforts to reimagine the pipeline tax, to enable oversubscription schemes, or to facilitate the build out of unnecessary, oversized gas infrastructure.”

After some discussion, Mr. Dunn stated he needed more information about this complex issue before signing the letter. Mr. Byrne and Mr. Curro stated they felt comfortable signing the letter and that it is aligned with other decisions.

Mr. Byrne moved approval. SO VOTED (3-0-1)
Mr. Dunn abstained.

6. Presentation: Bike Share Working Group Report

Bike Share Working Group

Mr. Federspiel, a TAC member, explained that the bike-share systems provide a network of stations with publicly available bikes, available to users for short trips at low cost. He went through the presentation stating the benefits, options, merits, locations, costs, timeframe, and next steps.

After some discussion, the Selectmen agreed that their preference leans towards Hubway as a provider. They asked that there be more community outreach and will be interested in Vision 2020 survey results.

Mr. Curro made a motion to receive the report. SO VOTED (4-0)

7. Approval: Minuteman Bikeway 25th Anniversary Committee Roster

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine updated the Selectmen on committee members, committee meeting schedule, and possible future events to be held in honor of the 25th anniversary.

Mr. Curro moved approval. SO VOTED (4-0)

8. Approval: Lake Street/Bikeway Design Review Committee Roster

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine requested that the Selectmen approve the Design Review Committee members so that the first meeting can be scheduled to begin work on designing improvements to the intersection.

Mr. Dunn moved approval. SO VOTED (4-0)

9. Discussion: Treasurer/Collector Position

Adam W. Chapdelaine, Town Manager

The Selectmen and the Town Manager thanked Mr. Gilligan for his years' of service and passion for the elected position as Treasurer for the Town of Arlington.

In response to Stephen Gilligan's decision to not seek reelection as Town Treasurer, Mr. Chapdelaine recommends creating a professionally appointed financial office instead of an elected office as it is currently. He will draft warrant articles for this year's town meeting for the next Selectmen's meeting, but would like to get a feel for what the Selectmen think. The Selectmen unanimously agreed that a professionally appointed financial office will better serve the Town with the major financial planning needed in the future particularly with the schools. Mrs. Mahon suggests it is the opportune time (with the leaving of Diane Johnson/School CFO and Stephen Gilligan/Town Treasurer) to unite both the town side and school side in this financial office as suggested in an earlier audit report. Mr. Curro further suggested that the Comptroller Office report to the Town Manager's Department as suggested in an earlier audit report. Mr. Chapdelaine will return at the next meeting with warrant articles for Town Meeting discussion/vote this spring.

10. Discussion: Recreational Marijuana

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine asked the Selectmen if they had interest in supporting a ballot question to "opt-out" of allowing recreational marijuana dispensary sales in Arlington. The Selectmen agreed to support a ballot question allowing the voters to weigh in but asked Mr. Chapdelaine to research the time line and answers to other questions regarding what is happening at the state level for recreational marijuana laws.

CORRESPONDENCE RECEIVED

Concerns with Unacceptable Sidewalk Repairs on Lockeland Avenue

Carolann DiNitto Howard & Marie DiNitto Bassett

Mr. Byrne moved to refer this matter to the Town Manager.

SO VOTED (4-0)

Request Letter to "Opt Out" of Recreational Marijuana

Karen Thomas-Alyea

Mr. Byrne moved receipt of correspondence.

SO VOTED (4-0)

NEW BUSINESS

Mr. Chapdelaine announced there will be a Zoning Recodification meeting for all permitting bodies within the Town on January 28, 9:00 am-11:00 am in the Senior Center.

Mr. Chapdelaine reported he will be submitting the FY2018 Budget by the end of this week to the Selectmen.

Mr. Chapdelaine will have Chief Ryan present at the next Selectmen's meeting for the agenda item discussions regarding sanctuary town status and presidential appointments. Mrs. Mahon said there will be two to three agenda items in a row on these matters.

Mr. Byrne moved to adjourn at 9:30 PM.

SO VOTED (4-0)

EXECUTIVE SESSION

Next Scheduled Meeting of BoS January 23, 2017.

1/9/17

Agenda Item	Documents Used
1	-----
2	Draft Minutes 12.19.16
3	Open Space Committee / Letter and Resume
4	Request Memo/A. Nicolay Traffic and Parking Unit Memo/C.Rateau
5	Request letter/Mothers Out Front Arlington Mass Power Forward Letter Supplemental Information Document
6	Bringing Bike-Share to Arlington Presentation/Bike Share Working Group
7	Memo-Minuteman Bikeway 25 th Anniversary Committee Roster/J.Raitt
8	Memo-Lake Street/ Bikeway Intersection Signalization Design Review Committee/ A.Chapdelaine
Corr. Rec'vd	Unacceptable Sidewalk Repairs on Lockeland Avenue / Carolann DiNitto Howard Request Letter to "Opt Out" of Recreational Marijuana/Karen Thomas-Alyea



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 1/28/17 @ Robbins Memorial Town Hall for Arlington Center for the Arts Gala

Summary:

Lisa Pedulla, Arlington Center for the Arts

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	ACA_Special_License_Application.pdf	Special License Application

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

OFFICE OF THE BOARD OF SELECTMEN
2017 JAN 10 PM 1:52



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Lisa Pedulla, Arlington Center for the Arts

Address, phone & e-mail contact information:

41 Foster Street, Arlington, 781-648-6229 Linda@acarts.org, lpedulla@verizon.net

Name & address of Organization for which license is sought:

same as above

Does this Organization hold nonprofit status under the IRS Code? Yes No

Name of Responsible Manager of Organization (if different from above): Linda Shoemaker, Executive Director

Address, phone & e-mail contact information:

same as above

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

regular event - April, 2016 - Arlington Center for the Arts

24-Hour contact number for Responsible Manager on Event date:

Lisa Pedulla - 617-699-8133

Title of Event:

ACA Gala

Date/time of Event:

Saturday, January 28, 2017

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

Invitation/Social Media

Number of people expected to attend: 140-145

Expected admission/ticket prices: \$100 per person

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$7 for beer and wine \$2 for non-alcoholic sodas and waters

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Officer Corey P. Rateau 1/10/17
Off. Corey P. Rateau
Printed name/title

POLICE COMMENTS:

Must notify the Department if 150 ppl are planning to attend at Final Count.
Responsible Mgr. Cannot consume alcohol at event

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

substantial savory tapas and sweets/ waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Premier Bartending Service

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Allan Gray 11/27/61

Diane Massi 3/1/62

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc:

Atlas Liquors, Medford

Date of Delivery: Saturday, January 28, 2017

Alcohol Serving Time (s) 7:00 pm - 9:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Atlas Liquors will pick up excess alcohol.

Date of Pick-Up:

Monday, January 30, 2017

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Lisa Pedulla _____

Printed title & Organization name: Arlington Center for the Arts

Email: lpedulla@verizon.net _____

revised: 5/18/2015 reformatted: 2/25/2016



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 11/18/2015 Expires: 11/18/2018
ID#: 4129771 D.O.B.: XX/XX/XXXX

Allan J Gray
Capers Catering
21 Emerson St
Stoneham, MA 02180-2053

For service visit us online at www.gettips.com



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 11/18/2015 Expires: 11/18/2018
ID#: 4129671 D.O.B.: XX/XX/XXXX

Diane Maini
Capers Catering
21 Emerson St
Stoneham, MA 02180-2053

For service visit us online at www.gettips.com



GORDWAL-02

JHOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/1/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Roblin Insurance Agency
144 Gould Street Suite 100
Needham, MA 02494

CONTACT NAME:
PHONE (A/C, No, Ext): (781) 455-0700 FAX (A/C, No): (781) 449-8976
E-MAIL: certificates@roblininsurance.com

INSURED

Premier Bartending & Beverage Service, Inc.
Inc., Mr. Glen Hoffman
888 Main Street
Waltham, MA 02451

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Insurance Co	36161
INSURER B : Torus Specialty Insurance Co.	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				680-4B652113-16-42	03/11/2016	03/11/2017	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	<input checked="" type="checkbox"/> Liquor Liability							MED EXP (Any one person)	\$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,000	
	<input type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PRO- JECT	<input type="checkbox"/> LOC					GENERAL AGGREGATE	\$ 2,000,000	
	OTHER:							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	AUTOMOBILE LIABILITY								\$	
	<input type="checkbox"/> ANY AUTO							COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident)	\$	
B	<input type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR			88915C164ALI	03/11/2016	03/11/2017	EACH OCCURRENCE	\$ 5,000,000	
	<input checked="" type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 5,000,000	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			<input type="checkbox"/> Y / N				PER STATUTE		OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			<input type="checkbox"/>	N / A			E.L. EACH ACCIDENT	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$	
								E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Arlington is additional insured with regard to liability of the named insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Arlington
Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476**

3 January 2017

SECURITY PLAN FOR ARLINGTON CENTER FOR ARTS GALA.

The Arlington Center for the Arts is sponsoring a Gala event to be held on Saturday, January 28, 2017, 7:00 pm – 10:00 pm at the Arlington Town Hall. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Advance tickets will be sold for the evening event at \$100 each. We anticipate approximately 140 people to attend.

The Gala event will be for adults only.

Patsy Kraemer will be the event coordinator for the event. Be Your Guest Catering will provide food for the event and Premier Bartending will provide bartender service. Greg Stathopoulos will be the custodian for the event. A committee of 10 volunteers from the ACA planning group will assist in staffing the party. All these people will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



Town of Arlington, Massachusetts

REAPPOINTMENTS (terms to expire 1/31/2020)

Summary:

Board of Youth Services

Mary DeCoursey

Joan Lehrich

Carlene Newell

Commission on Arts & Culture

Carla Dorato

Aimee Taberner

Commission on Disabilities

Susan James

Conservation Commission

Eileen Coleman

Michael S. Nonni

Historical Commission

Diane Schaefer

Park & Recreation Commission

Shirley Canniff

Redevelopment Board

Andrew Bunnell

Trust Fund Commission

Damon Barglow

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Reappointments.pdf	Town Manager Recommendations to Reappoint, Meeting Notices



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Board of Youth Services

This memo is to request the Board's approval of my reappointment of Mary DeCoursey, 7 Cheswick Road, having a term expiration date of 1/31/2020 with the Board of Youth Services.

Adam Chapdelaine
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GRBELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Mary DeCourcey
7 Cheswick Road
Arlington, MA 02474

Re: Reappointment - Board of Youth Services

Dear Ms. DeCourcey:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Board of Youth Services

This memo is to request the Board's approval of my reappointment of Joan Lehrich, 17 Everett Street, having a term expiration date of 1/31/2020 with the Board of Youth Services.



A handwritten signature in black ink, appearing to read "Adam Chapdelaine", is written over a solid horizontal line. Below the signature, the title "Town Manager" is printed in a smaller, sans-serif font.

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Joan Lehrich
17 Everett Street
Arlington, MA 02474

Re: Reappointment - Board of Youth Services

Dear Ms. Lehrich:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

cm

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Board of Youth Services

This memo is to request the Board's approval of my reappointment of Carlene Newell, 150 Ridge Street, having a term expiration date of 1/31/2020 with the Board of Youth Services.

A handwritten signature in black ink that reads "Adam Chapdelaine". Below the signature, the title "Town Manager" is printed in a smaller, sans-serif font.

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Carlene Newell
150 Ridge Street
Arlington, MA 02474

Re: Reappointment - Board of Youth Services

Dear Ms. Newell:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

AM
MAK:fr



**Town of Arlington
Office of the Town Manager**

Adam W. Chadelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achadelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Commission on Arts and Culture

This memo is to request the Board's approval of my reappointment of Carla Dorato, 26 Gloucester Street, having a term expiration date of 1/31/2020 with the Commission on Arts and Culture.

A handwritten signature in black ink that reads "Adam Chadelaine". Below the signature, the title "Town Manager" is printed in a smaller, sans-serif font.

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Carla Dorato
26 Gloucester Street
Arlington, MA 02474

Re: Reappointment – Commission on Arts & Culture

Dear Ms. Dorato:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
am

Marie A. Krepelka
Board Administrator

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Commission on Arts and Culture

This memo is to request the Board's approval of my reappointment of Aimee Taberner, 92 Thorndike Street, having a term expiration date of 1/31/2020 with the Commission on Arts and Culture.

Adam Chapdelaine

Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
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TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Aimee Taberner
92 Thorndike Street
Arlington, MA 02474

Re: Reappointment – Commission on Arts & Culture

Dear Ms. Taberner:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

am

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Commission on Disabilities

This memo is to request the Board's approval of my reappointment of Susan James, 89 Newport Street, having a term expiration date of 1/31/2020 with the Commission on Disabilities.

A handwritten signature in black ink that reads "Adam Chapdelaine". Below the signature, the title "Town Manager" is printed in a smaller, sans-serif font.

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

January 11, 2017

Susan James
89 Newport Street
Arlington, MA 02474

Re: Reappointment – Commission on Disabilities

Dear Ms. James:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

AM
MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Conservation Commission

This memo is to request the Board's approval of my reappointment of Eileen Coleman, 127 Hibbert Street, having a term expiration date of 1/31/2020 with the Conservation Commission.

Adam Chapdelaine
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Eileen Coleman
127 Hibbert Street
Arlington, MA 02474

Re: Reappointment – Conservation Commission

Dear Ms. Coleman:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
am

Marie A. Krepelka
Board Administrator

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Conservation Commission

This memo is to request the Board's approval of my reappointment of Michael S. Nonni, 225 Mass. Ave., Apt.1, having a term expiration date of 1/31/2020 with the Conservation Commission.



Adam Chapdelaine
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Michael S. Nonni
225 Mass Ave., Apt. 1
Arlington, MA 02474

Re: Reappointment – Conservation Commission

Dear Mr. Nonni:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka ^{am}
Board Administrator

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Historical Commission

This memo is to request the Board's approval of my reappointment of Diane Schaefer, 4 Russell Place, having a term expiration date of 1/31/2020 with the Historical Commission.

Adam Chapdelaine
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Diane Schaefer
4 Russell Place
Arlington, MA 02474

Re: Reappointment – Historical Commission

Dear Ms. Schaefer:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
csm
Marie A. Krepelka
Board Administrator

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Park & Recreation Commission

This memo is to request the Board's approval of my reappointment of Shirley Canniff, 71 Hathaway Circle, having a term expiration date of 1/31/2020 with the Park & Recreation Commission.


Adam W. Chapdelaine
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
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730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Shirley Canniff
71 Hathaway Circle
Arlington, MA 02474

Re: Reappointment – Park & Recreation Commission

Dear Ms. Canniff:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka am
Marie A. Krepelka
Board Administrator

MAK:fr



**Town of Arlington
Office of the Town Manager**

Adam W. Chadelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achadelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Redevelopment Board

This memo is to request the Board's approval of my reappointment of Andrew Bunnell, 55 Orient Avenue, having a term expiration date of 1/31/2020 with the Redevelopment Board.

Adam Chadelaine
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Andrew Bunnell
55 Orient Avenue
Arlington, MA 02476

Re: Reappointment – Redevelopment Board

Dear Mr. Bunnell:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
a.m.

Marie A. Krepelka
Board Administrator

MAK:fr



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

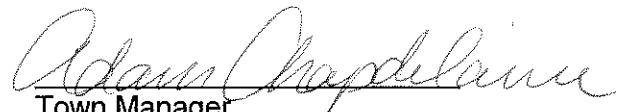
MEMORANDUM

DATE: January 12, 2017

TO: Board Members

SUBJECT: Reappointment to the Trust Fund Commission

This memo is to request the Board's approval of my reappointment of Damon Barglow, 26 Brattle Street, having a term expiration date of 1/31/2020 with the Trust Fund Commission.



Adam Chapdelaine

Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

David Barglow
26 Brattle Street
Arlington, MA 02476

Re: Reappointment – Trust Fund Commission

Dear Mr. Barglow:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 23rd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Change of Hours for All Alcohol License

Summary:

Not Your Average Joe's, Lauren Dexter/Manager
645 Massachusetts Avenue

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/>	Reference Material NYAJs_Change_Hours_1.23.17.pdf	application

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.**

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

00025-RS-0030

LICENSEE NAME: Not Your Average Joe's

ADDRESS: 645 Mass Avenue

CITY/TOWN:

Arlington

STATE MA

ZIP CODE

02476

TRANSACTION TYPE (Please check all relevant transactions):

Change of Hours

Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**



**NOT YOUR AVERAGE JOE'S, INC.
CLERK'S CERTIFICATE**

I, Stephen Silverstein, President of Not Your Average Joe's, Inc., a Delaware corporation authorized to do business in the Commonwealth of Massachusetts (the "Corporation") having a usual place of business in Milton, Massachusetts, hereby certify that I have custody of its corporate record, and that the following is a true copy of a vote passed by the Board of Directors with a resolution that was adopted as follows:

RESOLVED: That the Sunday Hours be amended to open at 10AM in the following locations: Dartmouth, Needham, Watertown, Randolph, Methuen, Arlington, Hyannis, Burlington and Norwell and Westborough.

IN WITNESS WHEREOF, I hereunto subscribe my name as Clerk this 28th day of November 2016.



Stephen Silverstein, President

2 GRANITE AVE, SUITE 300
MILTON, MA 02186
1/7/4/213/2800 F7/7/4/213/2889

WWW.NYAJ.COM



Town of Arlington, Massachusetts

Eversource Petition/Lantern Lane @ Hutchinson Road

Summary:

Richard Schifone, Rights and Permits
(all abutters notified)

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/>	Reference Material Engineering_Comments_Lantern_Lane.pdf	Engineering Recommendations
<input type="checkbox"/>	Reference Material Eversource_Request_Lantern_Lane.pdf	Eversource Request



TOWN OF ARLINGTON
DEPARTMENT OF PUBLIC WORKS
51 GROVE STREET
ARLINGTON, MA 02476

Engineering Division

Phone: 781-316-3320
Fax: 781-316-3281

Type: Grant of Location Recommendations

Date: January 19, 2017

Applicant: Eversource

Site/Project Location: Lantern Lane @ Hutchinson Road

The Engineering Division has reviewed the attached petition by Eversource for consideration of a Grant of Location for the installation of Conduit as indicated on the enclosed Engineering Design Sketch. Upon completion of our review we are submitting the following recommendations and conditions for consideration by the Board of Selectmen should the Grant of Location be approved for this submittal.

Additional Conditions

1. Notification shall be provided to all abutters prior to the commencement of construction activities. This notification should summarize the activities of the project and detail potential impacts. Additional information shall be provided instructing abutters to forward questions and concerns regarding the project to the contractor or Eversource and shall include the appropriate contact information. A copy of this abutter notification shall be provided to the Town Engineer for approval prior to distribution to the public. The final distribution list shall include the Town of Arlington DPW Dispatch Office, Town of Arlington Town Manager's Office, and the Engineering Division.
2. The proposed conduit installation shall be located/installed so as not to impede future roadway improvements (i.e. curb adjustment, guardrail installation, water and sewer rehabilitation etc.). and where possible shall be located in the nearest proximity as possible with other Eversource infrastructure.
3. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities), shall be provided at all times.
4. Please be aware that there may be on-site utility infrastructure that is not shown on the Engineering Sketch and may be encountered in the field. If a conflict occurs between the proposed conduit installation and existing Town-Owned utility infrastructure, the Town Engineer shall be contacted directly to discuss an appropriate resolution.
5. The contractor should be aware that there may also be Town-Owned utilities in close proximity to this proposed work. It is the sole responsibility of the contractor to ensure that these utilities, if located within limits of this work, should be properly marked and protected during construction activities.
6. The installation of the conduit will require additional permitting (Trench Permit and/or Street Occupancy Permit) through the Town of Arlington Engineering Division prior to the start of construction.
7. All disturbances to curbing, grass strips, sidewalk, walkways, and roadway surfaces should be repaired in kind and to the satisfaction of the Town of Arlington Engineering Division. If any existing sidewalk is proposed to be removed, it shall be removed and replaced in full-width and in accordance with all current ADA, AAB, & Town of Arlington Standards/Regulations.
8. All work within the right of way shall require the contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be instituted in adherence to applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual on Uniform Traffic Control Devices. A pre-construction meeting is recommended to coordinate with other on-going projects in Town.

9. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices, such as silt fence and/or straw waddles. Any sediment that enters the Town drainage system as a result of this work will be the sole responsibility of the contractor to remove.
10. Equipment, staging, and stockpiles shall not be located or stored so as to interfere with intersection sight lines. The Town prefers that all materials & equipment be located no closer than 50' to an intersection where practical.

EVERSOURCE
101 Linwood Street
Somerville, MA 02143

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

2016 NOV 28 AM 10:52

November 18, 2016

Town of Arlington
Board of Selectmen/Town Hall
720 Massachusetts Avenue
Arlington, MA 02476

Dear Members of the Board:

The NSTAR Electric Company d/b/a Eversource Energy respectfully requests a Grant of Location for the installation of approximately 103 feet of conduit and the installation of one (1) new manhole in Lantern Lane, Arlington which is continuing from the Winchester town line.

This work is necessary as part of system improvements.

If you have any questions or concerns, please call Jacqueline Duffy at 617-629-3204.

Very truly yours,



Richard M. Schifone, Supervisor
Rights and Permits

RMS/cf

**PETITION OF NSTAR ELECTRIC COMPANY, d/b/a EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **BOARD OF SELECTMEN** of the Town of **Arlington**, Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY, d/b/a Eversource Energy** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board of Selectmen may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by A. DeBenedictis, dated September 30, 2016 and filed herewith, under the following public way or ways of said Town:

Lantern Lane – At Hutchinson Road and southerly from Winchester town line (continuing from pole 91/0, Winchester) a distance of about 103 feet – conduit.

Install one (1) new manhole – MH 30323.

W.O. #2168112

**NSTAR ELECTRIC COMPANY
d/b/a Everource Energy**

By:

Richard M. Schifone, Supervisor Rights and Permits

Dated this 18th day of November, 2016

Town of **Arlington, Massachusetts**

Received and filed , 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES

Town of **Arlington**, Massachusetts

November 18, 2016

WHEREAS, **NSTAR ELECTRIC COMPANY, d/b/a Eversource Energy** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

**Lantern Lane – At Hutchinson Road and southerly from Winchester town line (continuing from pole 91/0, Winchester) a distance of about 103 feet – conduit.
Install one (1) manhole – MH 30323.**

W.O. #2168112

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on a plan made by **A. DeBenedictis** dated **September 30, 2016** on file with said petition.
2. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
Arlington

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____, 2016 in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
Arlington

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the Board of Selectmen of the Town of **Arlington**, Massachusetts, duly adopted on the _____ day of _____ 2016 and recorded with the records of location Orders of said Town, Book _____ Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____

Clerk of the Town of **Arlington**, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN., VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

December 29, 2016

Richard M. Schifone, Supervisor
Rights and Permits
Eversource
101 Linwood Street
Somerville, MA 02143

Re: Lantern Lane @ Hutchinson Road, W.O. #2168112

Dear Mr. Schifone:

A Public Hearing has been scheduled in conjunction with the above-captioned matter on Monday, January 23rd, 7:15 p.m., Selectmen's Chambers, Town Hall, 730 Massachusetts Avenue, Arlington.

The abutters have been notified. Please call our office to confirm the date and time with either Mary Ann or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr

468 MYSTIC ST 0-4-1.0
WINCHESTER COUNTRY CLUB
468 MYSTIC ST
ARLINGTON, MA 02474

152 HUTCHINSON RD 6.0-5-1.0
ECKTON MICHAEL A & MANISHA
152 HUTCHINSON RD
ARLINGTON, MA 02474

140 HUTCHINSON RD 6.0-4-4.0
PATTERSON TRACY
MABBUX PIERRE-YVES
140 HUTCHINSON ROAD
ARLINGTON, MA 02474

11 LANTERN LN 6.0-5-2.0
EAST ANDREW W
HOWSON LAURA E
11 LANTERN LANE
ARLINGTON, MA 02474

144 HUTCHINSON RD 6.0-4-5.0
CURTIN CHERYL D
144 HUTCHINSON RD
ARLINGTON, MA 02474

6 LANTERN LN 6.0-4-6.0
ENGLISHER LARRY S
HORVITZ LEWIS S
6 LANTERN LANE
ARLINGTON, MA 02474

I hereby certify that this list
has been prepared in accordance with
Chapter 40B, Sec 11 of MGL.

Rein G. Feely
Rein G. Feely
Board of Assessors
Robert E. Sheely
Robert E. Sheely

12-22-06

Date

NOTICE TO ABUTTERS

December 29, 2016

Dear Abutter:

You are hereby notified that a public hearing will be held at the **Office of the Board of Selectmen, Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts**, on the **23rd of January at 7:15 p.m.** upon the Petition of **NStar Electric d/b/a Eversource Energy** for permission to construct, and a location for, a line of conduits and manholes, with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by A. DeBenedictis, dated September 30, 2016 and filed herewith, under the following public way or ways of said Town:

W.O. #2168112

Lantern Lane: **At Hutchinson Road and southerly from Winchester town line (continuing from pole 91/0, Winchester) a distance of about 103 feet - conduit.**
Install one (1) new manhole - MH 30323.

By: Marie A. Krepulka
Board Administrator



Town of Arlington, Massachusetts

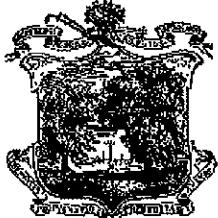
Eversource Petition/Morningside Drive @ Bradley Road

Summary:

Richard Schifone, Rights and Permits
(all abutters notified)

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	Engineering_Comments_Morningside_Drive.pdf	Engineering Recommendations
<input type="checkbox"/> Reference Material	Eversource_Request_Morningside_Drive.pdf	Eversource Request



**TOWN OF ARLINGTON
DEPARTMENT OF PUBLIC WORKS**

51 GROVE STREET
ARLINGTON, MA 02476

Engineering Division

Phone: 781-316-3320
Fax: 781-316-3281

Type: Grant of Location Recommendations

Date: January 19, 2017

Applicant: Eversource

Site/Project Location: Morningside Drive

The Engineering Division has reviewed the attached petition by Eversource for consideration of a Grant of Location for the installation of Conduit as indicated on the enclosed Engineering Design Sketch. Upon completion of our review we are submitting the following recommendations and conditions for consideration by the Board of Selectmen should the Grant of Location be approved for this submittal.

Additional Conditions

1. Notification shall be provided to all abutters prior to the commencement of construction activities. This notification should summarize the activities of the project and detail potential impacts. Additional information shall be provided instructing abutters to forward questions and concerns regarding the project to the contractor or Eversource and shall include the appropriate contact information. A copy of this abutter notification shall be provided to the Town Engineer for approval prior to distribution to the public. The final distribution list shall include the Town of Arlington DPW Dispatch Office, Town of Arlington Town Manager's Office, and the Engineering Division.
2. The proposed conduit installation shall be located/installed so as not to impede future roadway improvements (i.e. curb adjustment, guardrail installation, water and sewer rehabilitation etc.). and where possible shall be located in the nearest proximity as possible with other Eversource infrastructure.
3. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times.
4. Please be aware that there may be on-site utility infrastructure that is not shown on the Engineering Sketch and may be encountered in the field. If a conflict occurs between the proposed conduit installation and existing Town-Owned utility infrastructure, the Town Engineer shall be contacted directly to discuss an appropriate resolution.
5. The contractor should be aware that there may also be Town-Owned utilities in close proximity to this proposed work. It is the sole responsibility of the contractor to ensure that these utilities, if located within limits of this work, should be properly marked and protected during construction activities.
6. The installation of the conduit will require additional permitting (Trench Permit and/or Street Occupancy Permit) through the Town of Arlington Engineering Division prior to the start of construction.
7. All disturbances to curbing, grass strips, sidewalk, walkways, and roadway surfaces should be repaired in kind and to the satisfaction of the Town of Arlington Engineering Division. If any existing sidewalk is proposed to be removed, it shall be removed and replaced in full-width and in accordance with all current ADA, AAB, & Town of Arlington Standards/Regulations.
8. All work within the right of way shall require the contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be instituted in adherence to applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual on Uniform Traffic Control Devices. A pre-construction meeting is recommended to coordinate with other on-going projects in Town.

9. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices, such as silt fence and/or straw waddles. Any sediment that enters the Town drainage system as a result of this work will be the sole responsibility of the contractor to remove.
10. Equipment, staging, and stockpiles shall not be located or stored so as to interfere with intersection sight lines. The Town prefers that all materials & equipment be located no closer than 50' to an intersection where practical.

EVERSOURCE
101 Linwood Street
Somerville, MA 02143

December 14, 2016

Town of Arlington
Board of Selectmen/Town Hall
720 Massachusetts Avenue
Arlington, MA 02476

Dear Members of the Board:

The NSTAR Electric Company d/b/a Eversource Energy respectfully requests a Grant of Location for the installation of approximately 37 total feet of conduit in Morningside Drive, Arlington.

This work is necessary as part of system improvements.

If you have any questions or concerns, please call Jacqueline Duffy at 617-629-3204.

Very truly yours,



Richard M. Schifone, Supervisor
Rights and Permits

RMS/cf

**PETITION OF NSTAR ELECTRIC COMPANY, d/b/a EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **BOARD OF SELECTMEN** of the Town of Arlington, Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY, d/b/a Eversource Energy** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board of Selectmen may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by A. DeBenedictis, dated September 30, 2016 and filed herewith, under the following public way or ways of said Town:

**Morningside Drive – At Bradley Road and southwesterly from MH 27725 thence
turning southerly on Bradley Road a distance of about
37 total feet – conduit.**

W.O. #2167984

**NSTAR ELECTRIC COMPANY
d/b/a Everource Energy**



By: _____
Richard M. Schifone, Supervisor
Rights and Permits

Dated this 14th day of December, 2016

Town of Arlington, Massachusetts

Received and filed _____, 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES

Town of Arlington, Massachusetts December 14, 2016

WHEREAS, **NSTAR ELECTRIC COMPANY, d/b/a Eversource Energy** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

Morningside Drive – At Bradley Road and southwesterly from MH 27725 thence turning southerly on Bradley Road a distance of about 37 total feet – conduit.

W.O. #2167984

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on a plan made by **A. DeBenedictis** dated September 30, 2016 on file with said petition.
2. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
Arlington

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____, 2016 in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

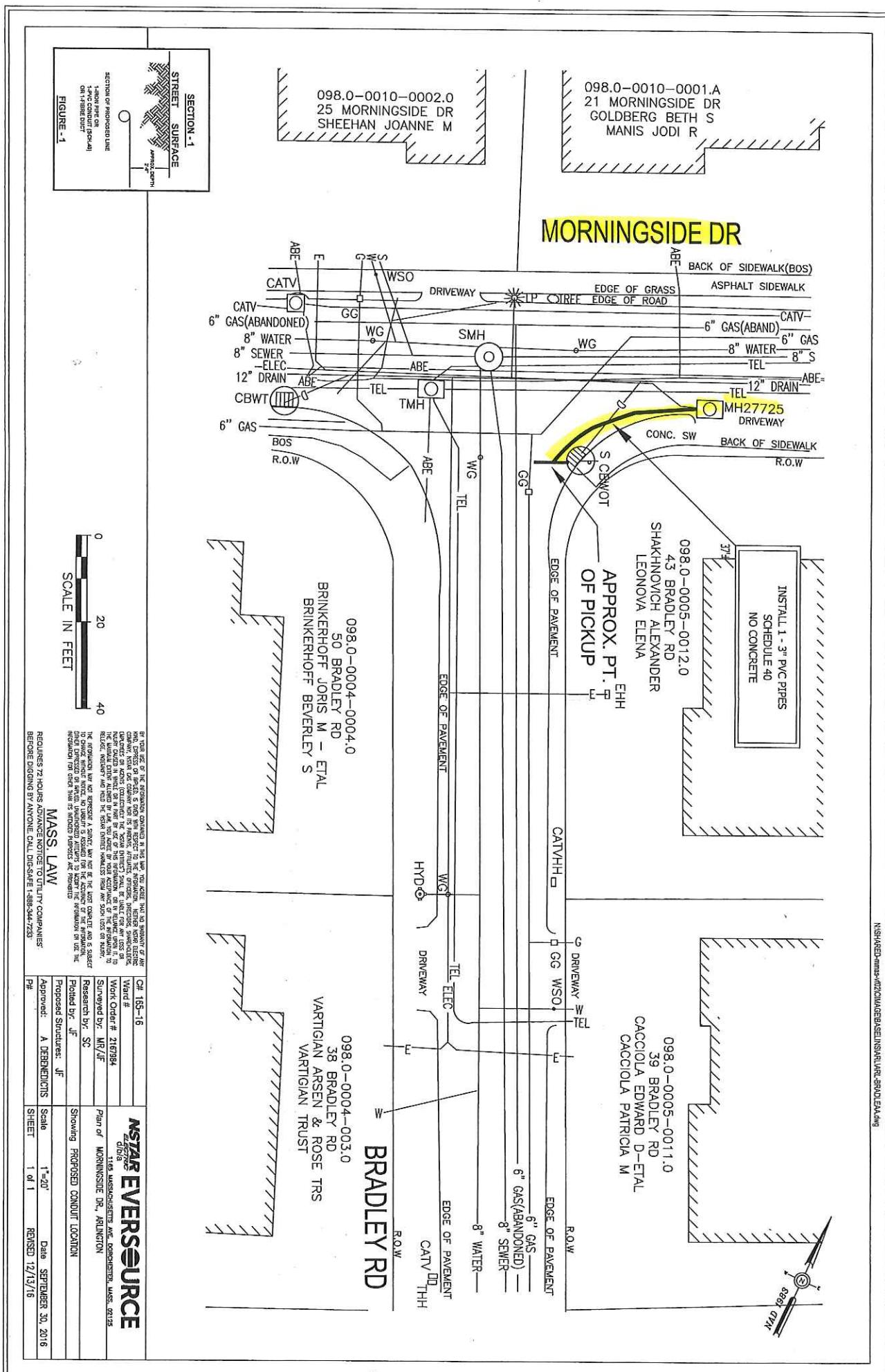
Board of Selectmen
the Town of
Arlington

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the Board of Selectmen of the Town of Arlington, Massachusetts, duly adopted on the _____ day of _____ 2016 and recorded with the records of location Orders of said Town, Book _____ Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____

Clerk of the Town of Arlington, Massachusetts



OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN., VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

December 29, 2016

Richard M. Schifone, Supervisor
Rights and Permits
NStar Electric Gas
101 Linwood Street
Somerville, MA 02143

Re: Morningside Drive @ Bradley Road, W.O. #2167984

Dear Mr. Schifone:

A Public Hearing has been scheduled in conjunction with the above-captioned matter on Monday, January 23rd, 7:15 p.m., Selectmen's Chambers, Town Hall, 730 Massachusetts Avenue, Arlington.

The abutters have been notified. Please call our office to confirm the date and time with either Mary Ann or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr

50 BRADLEY RD 98-0-4-4.0
BRINGERHOFF JORIS M-ETAL
BRINGERHOFF BEVERLEY S
50 BRADLEY RD
ARLINGTON, MA 02474

21 MORNINGSIDE DR 98-0-10-1.A
GOLDBERG BETTE S
MANIS JODI R
21 MORNINGSIDE DR
ARLINGTON, MA 02474

43 BRADLEY RD 98-0-5-12.0
SHAKENOVICH ALEXANDER
LEONOVA ELENA
43 BRADLEY ROAD
ARLINGTON, MA 02474

21 MORNINGSIDE DR 98-0-10-2.0
SHEEHAN JOANNE M
25 MORNINGSIDE DRIVE
ARLINGTON, MA 02474

74 WINDMILL LN 98-0-9-9.A
POGODA JACOB & IUDMILA
74 WINDMILL LANE
ARLINGTON, MA 02474

46 FROST ST 98-0-5-13.0
MULLOY THOMAS J & MAUREEN
46 FROST STREET
ARLINGTON, MA 02474

74 WINDMILL LN 98-0-9-9.A
POGODA JACOB & IUDMILA
74 WINDMILL LANE
ARLINGTON, MA 02474

I hereby certify that this list
has been prepared in accordance with
Chapter 40A, Sec 11 of MGL.

Robert E. Shirey
Board of Assessors
Date

NOTICE TO ABUTTERS

December 29, 2016

Dear Abutter:

You are hereby notified that a public hearing will be held at the **Office of the Board of Selectmen, Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts**, on the **23rd of January at 7:15 p.m.** upon the Petition of **NStar Electric d/b/a Eversource Energy** for permission to construct, and a location for, a line of conduits and manholes, with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by A. DeBenedictis, dated September 30, 2016 and filed herewith, under the following public way or ways of said Town:

W.O. #2167984

Morningside Drive: At Bradley Road and southwesterly from MH27725 thence turning southerly on Bradley Road a distance of about 37 total feet - conduit.

By: Maureen A. Krupulka
Board Administrator



Town of Arlington, Massachusetts

CITIZENS OPEN FORUM



Town of Arlington, Massachusetts

Request: Handicap Parking Sign for 32 Fessenden Road (space on Appleton Place)

Summary:

Alfred Macaris

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	32_Fessenden_Road.pdf	Police Recommendation, Handicap Application, Meeting Notice

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE
Frederick Ryan



Town of Arlington
MASSACHUSETTS 02474

POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900
Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: January 17, 2017

RE: Handicap Parking Space Request - 32 Fessenden Street (at Appleton Place)

At your request, the Arlington Police Department Traffic and Parking Unit reviewed the petition submitted by Alfred Macaris for a designated handicap parking space. **We do not have any objections to having this space designated on Appleton Place at Fessenden Street as requested.**

Mr. Macaris should be advised that the space is not exclusively his to use and that anyone with a handicap placard may park in the space. Also, he should be advised that displaying a handicap placard does not automatically exempt the holder from overnight parking bans nor would it permit them to park during declared snow emergencies.

Cc: Frederick Ryan
Police Chief

Capt. Julie Flaherty
Support Services Commander

Lt. Paul Conroy
OIC / Traffic, Details, and Licensing

Deputy Chief John Kelly
AFD Operations

Adam Chapdelaine
Town Manager

"Proactive and Proud"

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

TOWN OF ARLINGTON
Residential Handicap Parking Sign Application

2016 DEC 19 AM 11:09

Name: ALFRED MACARIS

Address: 32 FESSENDEN RD.

Telephone: Home: 781-646-0755 ^{CELL} Work: 781-953-5576

Date: 12/18/2016

Please read the Board of Selectmen Residential Handicap Parking Sign Policy prior to completing this application. If you have any questions regarding the application process, please contact the Office of the Board of Selectmen.

1. Please attach a photocopy of your handicap placard, or documentation that you have a handicap plate. It is not necessary to attach any additional documentation.

2. Are you the owner of your residence? YES

3. Do you have off-street parking? YES

4. If yes, how many off-street spaces? 2

On the reverse side of this page, please provide the general reasons why the granting of such a space will increase your ability to access/egress your home. When providing your reasoning, you should address those questions listed in the Off-Street Parking section of the Board's policy, found on page two, that are relevant to your application.

When you have completed this application, and attached a photocopy of your placard, or documentation of your plate, please forward your application to the Office of the Board of Selectmen. Within two weeks you will be contacted regarding your application.

I HAVE 2 VEHICLES (1 MINE AND 1 WIFES) OF THE 2 OFF-STREET SPACES 1 IS MY TENANTS. DUE TO INSUFFICIENT PARKING AT OTTISON MIDDLE SCHOOL TEACHERS PARK ON APPLETON PLACE ALONG SIDE MY HOUSE FROM 8:00 AM TO 3:30 PM EVERY DAY, ON WEEK-ENDS DUE TO FUNCTIONS AT THE SCHOOL GYM THERE ARE CARS PARKED ALONG SIDE MY HOUSE ALL DAY. I HAVE A SEVERE CASE OF COPD (PULMONARY DISEASE) AND I CANNOT WALK VERY FAR WITHOUT GETTING OUT OF BREATH (10 TO 20 YDS) I ALSO CARRY AN OXYGEN TANK. I USE THE REAR DOOR OF MY HOUSE TO GO IN AND OUT. I CANNOT PARK ON FESSENDEN RD AT THE FRONT OF MY HOUSE BECAUSE RD IS TOO NARROW AND ^{IMPEDES} TRAFFIC THERE. AT NIGHT I PARK IN THE DRIVEWAY BEHIND MY WIFES SPACE IN THE GARAGE. I WOULD LIKE A HANDICAP SPACE ON APPLETON PL BETWEEN QUINCY ST AND FESSENDEN RD SO AS TO MAKE TO EASIER FOR ME TO GO IN AND OUT. IN EARLY MORNING I MOVE MY CAR ONTO THE STREET.

PLEASE CONTACT ME IF YOU NEED MORE INFO.

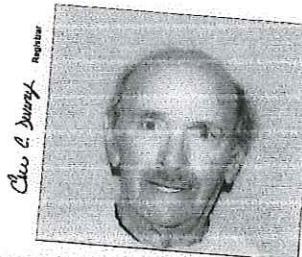
THANK YOU

P61793882

Expires:

05-12-21

Disabled Persons
Parking Identification Placard



MACARIS

ALFRED

Commonwealth of
Massachusetts

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 11, 2017

Alfred Macaris
32 Fessenden Road
Arlington, MA 02476

Dear Mr. Macaris:

The Board of Selectmen will be discussing your request for a residential handicap parking space at their meeting on Monday, January 23rd in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. You or your representative is invited to be in attendance at this meeting.

Kindly call the office of the Board of Selectmen to confirm the date and time with either Mary Ann or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Third Space On Street Overnight Parking @ 37 Brantwood Road

Summary:

Harry Lipson

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	37_Brantwood_Road.pdf	Police Recommendation, Resident Request, Meeting Notice

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE
Frederick Ryan



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900
Facsimile 781-316-3919

Town of Arlington
MASSACHUSETTS 02474

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: January 17, 2017

RE: Request: One Additional (Third) On-Street Overnight Parking Space - 37 Brantwood Rd

At your request, the Arlington Police Department Traffic and Parking Unit reviewed the petition submitted by Mr. Harry Lipson to have a third on-street overnight parking space designated in front of his residence at 37 Brantwood Road. **After reviewing this petition, we do not support the issuance of a third space.**

Family members, or any other additional residents/tenants that knowingly move into a property without available off-street parking, has not been considered an exigent circumstance in the past that would warrant a waiver. The costs to the petitioner to add additional off-street parking has also not been considered an extenuating factor. The Board has already provided ample relief to the residents when two-spaces were previously granted and we feel that granting a third would be contrary to standards applied previous petitions submitted to and denied by this Board.

CC: Frederick Ryan, Police Chief
Capt. Julie Flaherty, Support Services Commander
Lt. Paul Conroy, OIC / Traffic, Details, and Licensing
Deputy Chief John Kelly, AFD Operation
Adam Chapdelaine, Town Manager

"Proactive and Proud"

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

2016 DEC 29 PM 12:27

December 27, 2016

Our adult son, Andrew, age 29, has moved home and he owns a car.

Our house, at 37 Brantwood, was built in 1895 and has neither off street parking, nor a driveway. Due to the elevation and very extensive ledge, there is no economically feasible way to bring a driveway from the street below, up to our house.

We have lived in Arlington, at 37 Brantwood Road for more than thirty years. Many years ago, the Board recognized our circumstance and granted us the right to purchase overnight on-street parking stickers, which we do annually.

We request that the Board to grant us the ability to purchase one additional overnight parking permit. FYI, there is ample street parking in front of our house as we have more than 125ft. of frontage on Brantwood Road.

Respectfully,


Harry Lipson
37 Brantwood Road

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

January 11, 2017

Harry Lipson
37 Brantwood Road
Arlington, MA 02476

Dear Mr. Lipson:

The Board of Selectmen will be discussing your request for an additional space, on street overnight parking at their meeting on Monday, January 23rd in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. You or your representative is invited to be in attendance at this meeting.

Kindly call the office of the Board of Selectmen to confirm the date and time with either Mary Ann or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Discussion: Warrant Articles

Summary:

- a. Sanctuary Town
- b. Pride Commission
- c. Conversion to Appointed Treasurer
- d. Tax Exemption for Seniors

Douglas W. Heim, Town Counsel

ATTACHMENTS:

Type	File Name	Description
□ Reference Material	Town_Counsel_Mem_Re_Potential_2017_Warrant_Articles_from_the_BOS_(00019025).pdf	Town Counsel Memorandum to Board
□ Reference Material	Sanctuary_Town_Warrant_Article_draft_1-19-17.docx	sanctuary town warrant article-AHRC



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager

From: Douglas W. Heim, Town Counsel

Date: January 20, 2017

Re: Potential 2017 Annual Town Meeting Warrant Articles

I write to provide the Board of Selectmen potential warrant article language for inclusion on the 2017 Annual Town Meeting Warrant from the Board. As an initial matter, please note that some of these matters may be duplicative with resident efforts to place similar articles on the warrant.

ARTICLE ____

VOTE/APPOINTMENT OF TOWN TREASURER

To see if the Town will vote to convert the office of Town Treasurer from an elected to an appointed position through ballot question or referendum pursuant G.L. c. 41 §1B, home rule legislation, or other suitable method; or take any action related thereto.

As the Board knows, our long-serving Town Treasurer, Mr. Stephen Gilligan has announced his intention to retire from public office. Given an impending transition, it is my

understanding that there is interest in converting the Treasurer position from an elected office to an appointed one. If the Board of Selectmen is so inclined to forward such an initiative, there are a number of theoretical ways to achieve conversion, but all of them likely depend on putting the issue to Arlington voters.

Under c. 41 sec. 1B, “[a]ny office or board, except the board of selectmen and the school committee... may become an appointed position... by a majority vote of the annual or special town meeting and acceptance by the voters of the town at the annual town elections; provided, however, that any vote by a special town meeting taken under the provisions of this section shall take place at least 60 days prior to the acceptance of the voters at the annual town election. For purposes of this section, the positions of town treasurer and collector of taxes, elected pursuant to section 1, may be combined into 1 position and become an appointed position in the manner provided in this section. Such acceptance by the voters shall be in the form of the following question, to be placed on the official ballot:

Shall the town vote to have its elected Town Treasurer and Collector of Taxes become an appointed Town Treasurer and Collector of Taxes of the town? Yes _____ No _____”

Should both Town Meeting and the voters approve conversion of the office, some modest parallel or subsequent action will be required to update the Town Manager Act to reflect the change in relationship between the Treasurer and the Manager. A similar effect could be achieved through home rule legislation amending the Town Manager Act. However, practically speaking, some kind of ballot question or referendum would likely be prudent before requesting the Legislature convert an elected position to an appointed one anyway. There are a number of

considerations which would depend on which vehicle, if any, the Board chooses to pursue and I look forward to the opportunity to discuss them with you and answer any further questions you may have.

ARTICLE _____**BYLAW AMENDMENT/PRIDE COMMISSION**

To see if the Town will vote to amend the Town Bylaws to establish a Pride or GLBTQ Commission to advocate for a culture of respect, promote GLBTQ positive policies and to monitor progress toward equality of all persons with regard to sexual orientation and gender identity within the Town; setting forth the membership, duties and responsibilities, administration, and requirements of such Commission; or take any action related thereto.

The greater Arlington community has expressed an interest in creating a specific Town commission to cultivate GLBTQ positive policies and practices within and throughout the Town. If the Board is so inclined to promote a warrant article for Town Meeting's consideration, the above is derived from common mission and purpose statements of similar bodies in neighboring communities.

ARTICLE _____**RESOLUTION/SANCTUARY/TRUST ACT COMMUNITY**

To see if the Town will resolve to become a Sanctuary Town, joining hundreds of municipalities nationwide, providing a safe haven and sanctuary for undocumented residents of our Town, and protecting all residents from hate and prejudice, provided, however that this resolution shall not prevent law enforcement from investigating, arresting or charging someone for a crime or other legal infraction, or take any other action related thereto.

AND/OR

To see if the Town will vote to adopt a resolution that Arlington serve as a "Trust Act" Community (also known as a "sanctuary community") to ensure that all immigrants can fully and safely participate in the civic and economic life of the Town by resolving to refrain from among other things: using Town resources for the purpose of gathering information regarding the citizenship, immigration status, ethnicity, national origin, religious affiliation for discriminatory purposes; engaging in or assisting in Immigration and Customs Enforcement in reporting, arresting, detaining deporting, or taking any other law enforcement action unsupported by separate and distinct warrants or probable cause from criminal conduct unrelated to immigration status; or take any action related thereto.

A number of simultaneous efforts by Town residents and bodies, including the Arlington Human Rights Commission have expressed great desire to establishing Arlington as a “Sanctuary Town” or “Trust Act” community. I am aware that this matter is separately on your agenda as the Arlington Human Rights Commission plans to present their version of a warrant article (the former above) as part of a wider discussion for your endorsement. If the Board is so inclined, there may be some distinctions between the ultimate Town Meeting motion pursued by like-minded efforts, but overall it is my recommendation that if either or both are pursued, they are presented as resolutions. I also look forward to the opportunity to discuss some of the distinctions between Trust Act ordinances adopted by neighbors such as Boston and the Town’s legislative options.

ARTICLE _____ ACCEPTANCE OF LEGISLATION/SENIOR PROPERTY TAX WORK OFF PROGRAM

To see if the town will vote to accept Massachusetts General Law Chapter 59 Section 5K, in order to authorize Arlington to establish a program to allow residents age 60 and over to volunteer to provide services in exchange for a reduction in the real property tax obligations on the resident's tax bills, which reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; or take any action related thereto.

ARTICLE _____ ACCEPTANCE OF LEGISLATION/VETERAN PROPERTY TAX WORK-OFF PROGRAM

To see if the town will vote to accept Massachusetts General Law Chapter 59, Section 5N, in order to authorize Arlington to establish a program to allow veterans, to volunteer to provide services in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, which reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; or take any action related thereto.

ARTICLE _____ ACCEPTANCE OF LEGISLATION/ELDERLY AND DISABLED TAXATION FUND

To see if the town will vote to accept Massachusetts General Law Chapter 60 Section 3D, in order to authorize an Elderly and Disabled Taxation Aid Fund in Arlington. Such fund will be created to allow taxpayers of Arlington to voluntarily check off an amount not less than \$1 which shall increase the amount otherwise due, and to establish a town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income. A taxation aid committee to be appointed by the Board of Selectmen shall consist of the Chair of the Board of Assessors, the Town Treasurer and

three residents to carry out the provisions of this article and to identify recipients of such aid; or take any action related thereto.

**ARTICLE _____ ACCEPTANCE OF LEGISLATION/CPI ADJUSTMENT FOR
ELDERLY RESIDENTS**

To see if the town will vote to accept Massachusetts General Law Chapter 59 Section 5 clause 41D, in order to authorize the Town to adjust annually, the gross receipts and whole estate, real and personal, as set forth in clause 41C to increase by the amount set in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics, for each year; or take any action related thereto.

The above potential warrant articles represent a mixture of options available to the Town for assisting eligible senior and veteran residents with various tax reductions, exemptions, and adjustments not presently afforded without Town Meeting action. Health Director Christine Bongiorno and her department thoroughly investigated and developed the aforementioned options in conjunction the Council on Aging and other Town Departments and staff, which recommend their inclusion on the warrant.

2017 TOWN MEETING SANCTUARY TOWN WARRANT ARTICLE

1/18/17

Sanctuary Town resolution

To see if the Town will resolve to become a Sanctuary Town, joining hundreds of municipalities nationwide, providing a safe haven and sanctuary for undocumented residents of our Town, and protecting all residents from hate and prejudice, provided, however that this resolution shall not prevent law enforcement from investigating, arresting or charging someone for a crime or other legal infraction, or take any other action related thereto.

Inserted at the request of the Human Rights Commission



Town of Arlington, Massachusetts

Discussion: Statement Regarding President Elect Appointments

Summary:

Colin Fredericks



Town of Arlington, Massachusetts

Discussion: Ballot Question - Recreational Marijuana Opt-Out

Summary:

Douglas W. Heim, Town Counsel

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	Town_Counsel_Memo_Re_Recreational_Marijuana_(00019027).pdf	Town Counsel Memorandum to Board
<input type="checkbox"/> Reference Material	BOHpolicy_statement011817.pdf	Board of Health Policy Statement



Town of Arlington Legal Department

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager
Christine Bongiorno, Director of Health & Human Services
Fred Ryan, Police Chief

From: Douglas W. Heim, Town Counsel

Date: January 20, 2017

Re: Options Regarding Recreational Marijuana Restrictions

Members of the Board, I write to provide you a brief synopsis of the imperfect options available at present with respect to the regulation of recreational marijuana sales in Arlington. As you will read below, there are actions the Town can take to either affirmative attempt to prohibit commercial sale in Town, or to gauge the public's position on commercial sales in Arlington. Yet, neither option at present would provide certainty because the State has yet to clarify the process for prohibiting commercial marijuana licenses in municipalities.

Legal Background

As the Board will recall, the voters of the Commonwealth approved Ballot Question 4 on November 16, 2016, legalizing possession and sale of recreational marijuana. As articulated in the referendum, codified within the question is some vehicle a local option to limit or prohibit commercial sale of recreational marijuana within a given municipality.

Specifically, M.G.L. c. 94G §3(a)(2) allows cities and towns to "opt out" of recreational marijuana commercial sales by "adopt[ing] an ordinance or bylaw by a vote of the voters of that

city or town,” which “prohibits the operation of 1 or more types of marijuana establishments” or limits them in other specified ways. However, the law does not presently afford a clear mechanism for a town bylaw *“by a vote of the voters.”* Bylaws are not generally approved via referendum absent a clear mechanism afforded by specific provisions of state law. Hence, it is ambiguous as to whether or not a Town Meeting approved bylaw in and of itself would be sufficient, or conversely what kind of “vote of the voters” is necessary either. The law is also unclear as to whether or not the bylaw in question should be a town or zoning bylaw, though most analysis to date leans towards the former.

In positive news, the Governor recently executed a bill which effectively extends the start date for the fledgling Cannabis Control Commission to begin accepting license applications from so-called experienced marijuana operators from October 1, 2017, to April 1, 2018, which affords communities like Arlington some time to wait for the State to clarify the mechanisms and procedures at issue.

Options for 2017 Annual Election and Town Meeting

If however, the Board feels compelled to act in the meantime, it may of course place an article on the warrant prohibiting or limiting the commercial sale of recreational marijuana in Arlington with the understanding that such a bylaw, even if approved by Town Meeting, may be deemed insufficient if not approved in some fashion by the voters.

Alternatively, the Board could place a non-binding policy question on the 2017 Annual Election ballot pursuant to M.G.L. c. 53 §18A, by voting to do so at least thirty-five (35) days in advance of the April 1, 2017 election. Friday February 24, 2017 would be the last date for the Board to take such a vote. While ballot questions under §18A are non-binding by nature, it could satisfy the “vote of the voters” requirement of the statute so long as a sufficiently tailored bylaw would be adopted by Town Meeting.

Finally, of course some pairing of both efforts may present a feasible option for satisfying c. 94G §3(a)(2). For example, a ballot question could ask voters whether or not the Town should prohibit licenses for commercial sale of recreational marijuana, and a subsequent Special or Annual Town Meeting could ratify the voters’ choice. The converse is also possible and has some precedent insofar as there are a variety of matters that appear on the ballot only after Town Meeting has approved the placement of a question. However, given the present state of the law could result in even such thorough efforts as a non-binding question coupled with a Town bylaw being deemed insufficient by the Attorney General’s Office.

I look forward to discussing these issues with you further and answering any questions you may have.



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

January 18, 2017

Adam Chapdelaine, Town Manager
730 Massachusetts Avenue
Arlington, MA 02476

Dear Mr. Chapdelaine,

The Board of Health at their December 7, 2016 meeting voted to support any local effort that can be made to hold a special election to allow residents to vote to opt-out of allowing recreational marijuana for sale in town.

This vote by the Board of Health was made as a result of the passing of Question 4 on the November 8, 2016 state ballot where Massachusetts voters approved a ballot petition legalizing the recreational use of marijuana by persons 21 and over. As you are aware, the act, as written severely limits local control and it is the Board's opinion that this lack of control could have a negative impact on public health and safety.

We have learned many lessons in tobacco control in Massachusetts over the past two decades. The most effective method in controlling lifelong addiction to tobacco and decreasing youth use rates has been local control, which has allowed the Board of Health to develop policies that impact youth access.

According to the National Institute on Drug Abuse (NIDA), about 9 percent of adults who use cannabis become addicted; the rate is 17 percent for people who start smoking in their teens. Its use during adolescence has also been linked to drug abuse and makes addiction more likely. NIDA is a Federal scientific research institute under the National Institutes of Health, U.S. Department of Health and Human Services.

The National Survey on Drug Use and Health 2013 and 2014, as reported by the Substance Abuse and Mental Health Services Administration, ranks Colorado as the #1 state in the nation for current marijuana use among youth, rising to that position since the legalization of marijuana passed in 2012. In that same survey, Massachusetts already ranked among the top ten states for current youth marijuana use. According to the Rocky Mountain High Intensity Drug Trafficking Area Report published in September 2016, youth marijuana use in Colorado increased by 20% following the legalization of recreational marijuana, even as the national rate declined by 4%.

Between 2007 and 2013, the Arlington youth average declined by 17.2%, but has since risen by nearly 4%. With increased marijuana access comparable to that of Colorado, Arlington's youth population is in a position to continue the development of this harmful reversal of the town's usage trend.

In summary, the impacts of allowing recreational marijuana for sale will have negative impacts on the public health and safety of our community primarily among our youth. It is the Board's position that the voters of Arlington should have a voice in deciding whether to allow or opt out of allowing the sale of recreational marijuana in town. Please do not hesitate to contact me should you need additional information regarding this matter.

Sincerely,



Christine Bongiorno
Director of Health and Human Services



Town of Arlington, Massachusetts

FY 2018 Budget Discussion

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	FY2018_Budget_Presentation.pdf	FY2018 Budget Proposal

Fiscal Year 2018 Town Manager's Budget Proposal

Board of Selectmen Meeting

January 23, 2017

Overview

- Budget Process
- Budget Overview
- Departmental Highlights
 - Investments in Education
 - Investments in Response to Community Needs
- Long Term Outlook
- Next Steps

Budget Process

- **July** - Fiscal Year begins July 1st
- **September** - *Capital Budget* requests due to Town Manager
- **November** - *Operating Budget* requests due to Town Manager
- **January** - Budget books to Board of Selectmen (BoS) and Finance Committee (FC) by January 15th
- **January/April** – FC hearings on budget
- **March** - Financial Plan to BoS & FC by the end of March
- **April** - FC Report submitted to Town Meeting by April 20th
- **May** - Town Meeting adopts *Operating and Capital Budgets*
- **June** - Fiscal Year ends June 30th

Budget Overview - Revenue

	FY2017	FY2018	Change	
			\$	%
Revenue				
Property Tax	\$ 112,439,838	\$ 115,955,338	\$ 3,515,500	3.1%
Local Receipts	\$ 8,971,000	\$ 9,071,000	\$ 100,000	1.1%
State Aid	\$ 18,828,545	\$ 19,264,490	\$ 435,945	2.3%
School Construction Aid	\$ 2,474,774	\$ 1,615,915	\$ (858,859)	-34.7%
Free Cash	\$ 4,537,299	\$ 4,537,299	\$ -	0.0%
Other Funds	\$ 200,000	\$ 600,000	\$ 400,000	200.0%
	\$ -	\$ 360,107	\$ 360,107	
TOTAL REVENUES	\$ 147,451,456	\$ 151,404,149	\$ 3,952,693	2.7%

Budget Overview - Expenditures

					Change	
	FY2017		FY2018		\$	%
Expenditures						
Municipal Departments	\$ 33,423,622	\$ 34,476,822	\$ 1,053,200		3.2%	
School Department	\$ 57,172,443	\$ 60,928,485	\$ 3,756,042		6.6%	
Minuteman School	\$ 3,649,349	\$ 4,099,059	\$ 449,710		12.3%	
Non-Departmental (Healthcare & Pensions)	\$ 26,562,346	\$ 27,790,127	\$ 1,227,781		4.6%	
Capital (Includes Debt Service)	\$ 11,192,533	\$ 10,913,823	\$ (278,710)		-2.5%	
MWRA Debt Shift	\$ 5,593,112	\$ 5,593,112	\$ -		-	
Warrant Articles	\$ 802,224	\$ 1,353,426	\$ 551,202		68.7%	
Reserve Fund & Elections	\$ 1,607,650	\$ 1,574,028	\$ (33,622)		-2.1%	
Override Stabilization Fund Deposit	\$ 2,349,927	\$ -	\$ (2,349,927)		-100.0%	
TOTAL EXPENDITURES	\$ 142,353,205	\$ 146,728,882	\$ 4,375,677		3.1%	
Non-Appropriated Expenditures	\$ 5,098,251	\$ 4,675,267	\$ (422,984)		-8.3%	
TOTAL	\$ 147,451,456	\$ 151,404,149	\$ 3,952,693		2.7%	

Departmental Highlights/Education

	FY 2017	FY 2018	\$ Increase	% Increase
General Education Costs	\$ 36,502,362	\$ 38,787,542	\$ 2,285,180	6.26%
Special Education Costs	\$ 18,726,557	\$ 20,037,415	\$ 1,310,858	7.00%
Kindergarten Fee Offset	\$ 970,000	\$ 970,000	\$ -	0.00%
Growth Factor	\$ 973,524	\$ 1,133,528	\$ 160,004	16.44%
TOTAL SCHOOL BUDGET	\$ 57,172,443	\$ 60,928,485	\$ 3,756,042	6.57%

Growth Factor Breakdown	
FY 17 Enrollment Growth	242
DESE PPC for Arlington	\$ 13,383
35% of PPC for Arlington	\$ 4,684
Growth Factor (35% PPC x 242)	\$ 1,133,528

- Near Historic Increase in Educational Funding
- Holds Potential for Further Increase Dependent on Ch. 70 Funding

Departmental Highlights/Community

- Age Friendly Community Commitment – Investment in Council on Aging and Senior Center
- Investment in Neighborhood Protection – Addition of Building Inspector, Environmental Planner & Transition to Director of Public Health
- Continuing Investment in Information Technology
- Funding Included to Support Town Day, Feast of the East and Arlington Alive

Long-Term Outlook

- Override of 2011 (FY2012) Projects to Last Until FY2020
- Town Continues Investment in Long Term Liabilities – Pension and OPEB
- Investment in Arlington High School Still Ahead
- Impacts of Federal Budget Changes Remain Uncertain

Next Steps

- Hearings with Finance Committee begin February 1st
- Local Aid Numbers to be Updated as Governor's Budget and Legislative Budgets are Released
- Group Insurance Commission rates set on March 1st
- Figures Updated in Coordination with Finance Committee in Preparation for Town Meeting

Questions/Discussion



Town of Arlington, Massachusetts

Town Manager Evaluation Process

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	TM_Performance_Eval_2017.pdf	Memorandum to Board
<input type="checkbox"/> Reference Material	TM_Eval_Form_Approved_02-25-2013.pdf	Evaluation Document



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Town Manager Performance Evaluation

Date: January 23, 2017

I am writing to the Board today to prompt the beginning of the Town Manager evaluation process for what will now be the fifth year. For the past four years, we have used an evaluation instrument agreed to by the Board to go along with a Narrative Self Evaluation and an update on Town Manager goals provided by me. I have provided a copy of the evaluation instrument along with this memorandum for your review. I would like to suggest a timeline for the Board to accept at Monday's meeting, and also hear feedback from Board members regarding the process that has been in place. The proposed timeline is as follows:

February 6, 2017 – Town Manager provides Board with Narrative Self Evaluation, updated goals document, and a copy of the evaluation instrument.

February 6, 2017 – March 6, 2017 – Board members complete evaluation instrument.

March 6, 2017 – Completed evaluation instruments are transmitted to the Chair of the Board.

March 6, 2017 – March 20, 2017 – Chair of the Board works with HR Director to compile scores from evaluation instrument and create one comprehensive evaluation document.

April 3, 2017 – Evaluations are discussed by the Board in public session at the regularly scheduled Board meeting. (May be adjusted based on my expected paternity leave.)

I look forward to the beginning of the evaluation process and working with the Board to continually enhance my performance as Town Manager.

**Town of Arlington
Board of Selectmen Policy**



Town Manager Performance Review Instrument

Effective Date	2/25/2013
Revisions	
Approval Date	2/25/2013

POLICY AND PURPOSE

The purpose of this review instrument is to formally appraise the Town Manager's performance on an annual basis. The document allows the Board of Selectmen to assess the Town Manager's performance in management practices and in the accomplishment of goals. Through the review procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance review forms will be prepared by members of the Board of Selectmen. The Chair or his or her designee will prepare an overview document, compiling the scores and comments of individual board members.

PROCEDURE

1. The period of review is March 1 through February 28 .
2. The Town Manager will submit a narrative self-evaluation; a copy of the narrative and a blank review form will be distributed to each Board member at that time.
3. Board members will submit reviews by a date set by the Chair. The Chair, in cooperation with the Human Resources Director, will compile scores from individual reviews and develop a consensus overview document.
4. Board members may meet individually with the Town Manager to discuss aspects of the performance review document.
5. The Chair will provide the other Board members and the Town Manager with the consensus review overview document prior to the meeting at which the document will be publicly discussed.
6. The overview document will be finalized for placement in the Town Manager's file at a regular meeting of the Board of Selectmen.

**Town of Arlington
Town Manager Performance Review Form**

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

Unsatisfactory (1)	The Manager's work performance is inadequate and inferior to the standards of performance required for the position.					
Improvement Needed (2)	The Manager's work performance does not consistently meet the standards of the position.					
Meets Expectations (3)	The Manager's work performance consistently meets the standards of the position.					
Exceeds Expectations (4)	The Manager's work performance is frequently or consistently above the level of a satisfactory employee.					
Excellent/Highly Comendable (5)	The Manager's work performance is consistently excellent when compared to the standards of the job.					

1. Personal Characteristics	1	2	3	4	5	N/A
a. Exhibits honest and ethical behavior.	<input type="checkbox"/>					
b. Acts in a fair and equitable manner.	<input type="checkbox"/>					
c. Effectively deals with unforeseen issue and problems.	<input type="checkbox"/>					
d. Shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations.	<input type="checkbox"/>					
e. Displays creativity, innovation, flexibility and appropriate risk taking.	<input type="checkbox"/>					
Comments:						

2. Professionalism	1	2	3	4	5	N/A
a. Is fully knowledgeable and committed to the field of local government management.	<input type="checkbox"/>					
b. Seeks to enhance skills and abilities through educational opportunities.	<input type="checkbox"/>					
c. Actively participates in professional municipal management organizations.	<input type="checkbox"/>					
d. Encourages staff training and development.	<input type="checkbox"/>					
Comments:						

3. Public Relations/Communications	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<input type="checkbox"/>					
b. Is reasonably open and available to the public and responsive to citizen complaints or requests.	<input type="checkbox"/>					
c. Communicates effectively to the media.	<input type="checkbox"/>					
d. Keeps the citizenry informed of current issues in Town government.	<input type="checkbox"/>					
Comments:						

4. Board Support/ Relations	1	2	3	4	5	N/A
a. Offers professional advice to the board, including appropriate alternatives and recommendations, based upon thorough study and analysis.	<input type="checkbox"/>					
b. Implements policy matters and other directives adopted by the Board of Selectmen.	<input type="checkbox"/>					
c. Keeps Board members informed of issues and activities in Town government and in the community.	<input type="checkbox"/>					
d. Listens and understands Selectmen concerns.	<input type="checkbox"/>					
e. Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust .	<input type="checkbox"/>					
Comments:						

5. Community Leadership	1	2	3	4	5	N/A
a. Provides leadership within the community by being visible and approachable.	<input type="checkbox"/>					
b. Supports and recognizes the efforts of volunteer citizens and groups.	<input type="checkbox"/>					
c. Maintains effective communications with other communities, state agencies, and municipal organizations.	<input type="checkbox"/>					
d. Maintains effective communications with state and federal elected representatives.	<input type="checkbox"/>					
Comments:						

6. Organizational Leadership/Personnel Management	1	2	3	4	5	N/A
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a. Provides leadership, motivation and support within the organization.	<input type="checkbox"/>						
b. Effectively delegates tasks and assignments.	<input type="checkbox"/>						
c. Builds and motivates a team, providing direction and monitoring/adjusting performance as required.	<input type="checkbox"/>						
d. Assures selection for employment of the best-qualified personnel.	<input type="checkbox"/>						
e. Assures systematic performance review of staff in the organization.	<input type="checkbox"/>						
f. Establishes high standard of performance for all managers; recognizes, develops, and utilizes their leadership abilities.	<input type="checkbox"/>						
g. Effectively leads collective bargaining efforts with unions; keeps the Board informed on progress.	<input type="checkbox"/>						
h. Strives to maintain good staff morale and maintains open, honest and professional relationships with staff.	<input type="checkbox"/>						
Comments:							

Comments:

8. Planning and Organization	1	2	3	4	5	N/A
a. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>					
b. Adequately prepares Board for Town Meeting.	<input type="checkbox"/>					
c. Establishes appropriate goals and objectives for performance.	<input type="checkbox"/>					

Comments:

OVERALL RATING	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level:	<input type="checkbox"/>					
Comments:						
Recognized Strengths:						
Areas for Improvement:						
Name of Selectman:						

Town Manager Performance Review Form
Acknowledgement of Receipt

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN MANAGER

Date: _____



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS February 6, 2017.